Iowa Department of Transportation:

Attolist Quick Start Guide

Web-based Construction Collaboration for Iowa DOT Bridge Projects

System Navigation

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Additional help can be found by clicking the "Help" button in Attolist

Attolist Support can emailed at info@attolist.com or throught their website at attolist.com/contact/

General:

Attolist is being pilot tested on select Iowa DOT bridge projects to assist in the management of their construction. The primary role of attolist will be to assist project participants in the management of RFI's and shop drawing submittals. The site will also be used to manage contract documents and meeting minutes. By utilizing Attolist project participants will be able to electronically submit, review, and monitor construction documents.

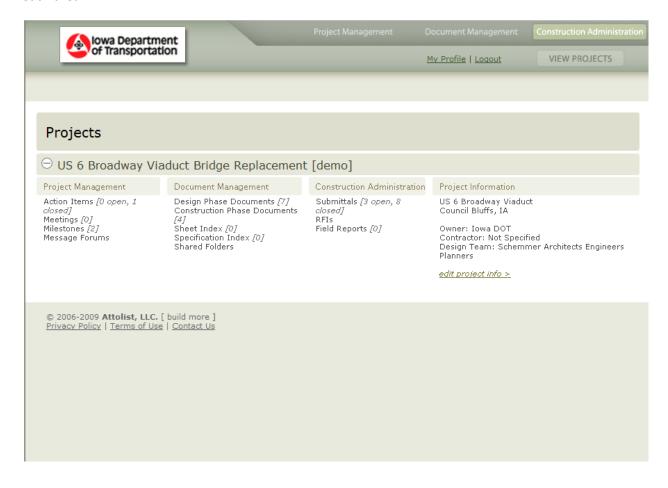
User Requirements:

The lowa DOT will providing user accounts for project participants. In order for participants to utilize the Attolist site they will need a computer with internet access and an email account. Use of the site will be contractually required by the Special Contract Provision for Electronic Submittals. Inorder to get an account project participants can contact the Resident Contruction Engineer. The Attolist website can be accessed through the lowa DOT webpage at:

http://www.iowadot.gov/bridge/ecpm.html

Navigation:

Upon logging into attolist a list of projects that the user is part of will be brought up. Individual project information can be accessed using the three tabs in the upper right hand corner of the screen. These tabs allow the user to access information on Project Management, Document Management, and Construction Administration. On the following pages flow charts are given to show what is contained in each area.



Project Management:

The Project Management tab is not expected to be used extensively. The main use of this tab will be to manage meeting minutes. The headings listed in the chart below show up in Attolist in the left side bar. Not all of the categories will necessarily be used.

Project Management

Action Items	<u>Meetings</u>	<u>Milestones</u>	Message Forums
Team Categories	Meeting Types	Project Phase	Message Categories
	Pre-Bid Meetings	Bidding	General Messages
	Pre-Construction Meetings	Construction	Design Team Messages
	Weekly Progress Meetings		Phone Records
			Supplemental Reviews

Document Management:

The primary use of the Document Management tab will be for the contract documents. Developmental specifications and special provisions for the project will be listed under the appropriate headers in the Design Phase section. Construction documents will be listed under the Sheet-Spec Index. The headings listed in the chart below show up in Attolist in the left side bar. Not all of the categories will necessarily be used.

Document Management

Construction Phase	Sheet Index	Spec Index	<u>Shared Folders</u>
Document Logs	Same side bar as	Same side bar as	CAD Files Construction
Change Orders (COs)	"Construction	"Construction	Documents
Potential Change Orders (PCOs)	Phase"	Phase"	Contractor Transfer*
Proposal Request (PRs)			Design Team Transfer*
Revisions (REVs)			DOT Team Transfer*
Value Engineering (VE)			
			* May not be
Reports			applicable depending
			on User preferences
Sheet-Spec Index			
Sheet List			
Specifications List			
	Document Logs Change Orders (COs) Potential Change Orders (PCOs) Proposal Request (PRs) Revisions (REVs) Value Engineering (VE) Reports Sheet-Spec Index Sheet List	Document Logs Change Orders (COs) Potential Change Orders (PCOs) Proposal Request (PRs) Revisions (REVs) Value Engineering (VE) Reports Sheet-Spec Index Sheet List	Document Logs Change Orders (COs) Potential Change Orders (PCOs) Proposal Request (PRs) Revisions (REVs) Value Engineering (VE) Reports Sheet-Spec Index Sheet List Same side bar as as "Construction Phase" Phase" Phase" Phase" Same side bar as as "Construction Phase" Phase" Phase" Sheet-Spec Index Sheet List

Construction Administration:

Construction Administration will be used to manage Submittals and RFI's. These documents will be created, reviewed, and stored in Attolist. There are separate quick start guides for both submittals and RFI's. The lowa DOT will continue to use Field Manager for field reports, so this feature will not be used in Attolist. The headings listed in the chart below show up in Attolist in the left side bar.

Construction Administration

<u>Submittals</u> <u>RFIs</u> <u>Field Reports</u>

Submittal Logs RFI Logs Field Report Logs

Non Conforming Substitutions Items

Submittal Schedule